

## **Mount Vernon at Home – Executive Director**

Mount Vernon at Home will be celebrating its 15th anniversary in 2024. Our service area is the Mount Vernon area of Fairfax County, where the George Washington Estate is located. We have Alexandria mailing addresses - FYI! Our northern boundary meets our sister village At Home in Alexandria at the northern end of the GW Parkway before it travels through the City of Alexandria.

We are searching for a new Executive Director. The ideal candidate would have a full range of executive and management experience (including finances/budget, office operations, systems, and personnel) and ideally have experience in a management position with a non-profit. Experience in senior care and management and/or health care would also be a plus but is not necessary. As a small organization, this is a hands-on position with daily management tasks as well as member support, development, outreach, and marketing.

We have gone through many changes with our membership with some of our founding and charter members still with us. We pivoted a lot during COVID and need leadership to energize our programming and volunteer participation. The board has a lot of experience in management and in the community so the new ED will have a good support system.

This would be an ideal opportunity for someone looking for a second career or who wants to be a part of a local organization with an exciting mission and appreciative members. The work schedule is negotiable depending on the candidate's preference and the schedule of the other paid staff member.

Applicants should submit a letter of interest, resume, and references.

The Search Committee is chaired by Board President Paula Lettice. She can be reached at [pglettice@gmail.com](mailto:pglettice@gmail.com).

12\_29\_2023